

PERFORMANCE REVIEW SYSTEM

Employee Name	REVIEW PERIOD	
Social Security Number/Employee ID	From: _____ To: _____	
Agency Name and Number	REVIEW TYPE <input type="checkbox"/> Probationary <input type="checkbox"/> Recommend permanent status <input type="checkbox"/> Extend probationary status <input type="checkbox"/> Not recommend permanent status <input type="checkbox"/> Annual <input type="checkbox"/> Special	
Class Title and Code	OVERALL RATING <input type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	FEEDBACK SESSIONS: NO. _____
Position Number		

INSTRUCTIONS

The Performance Review System is an alternate system that can be used instead of the Manager and Employee Review Systems. Depending upon a supervisor's need, all three systems can be used (for different staff). Supervisors must decide, at the beginning of each employee's rating period, which system will be used.

Page one, except for the area entitled "Overall Rating," is to be completed at the beginning of the rating period. Completing the areas "Review Period" and "Review Type" does not prevent the supervisor completing a "special" rating if one becomes necessary.

The supervisor is to negotiate with the employee, **at the beginning of the rating period**, those performance categories and performance indicators, listed on pages 2 and 3, on which the employee will be rated at the end of the rating period. While it is not necessary that an employee be rated in all seven performance categories, all categories and performance indicators should be carefully reviewed to determine if they are appropriate. The categories/indicators finally selected by the supervisor could represent the supervisor's priorities for the employee, areas in which the employee excels (which the supervisor wants to reinforce), areas in which the employee needs to improve, or a combination of any of those circumstances. The performance indicators on which the employee will be rated are to be circled. The supervisor and employee sign and date the booklet (on page three). If requested by the employee, the employee is to be given a copy of the booklet (so he/she will have a list of the performance indicators on which he/she will be rated). Supervisors also have the option to weight performance indicators, to identify those that are the most critical. The weighting system used should be cleared with the supervisor's personnel director.

If, during the rating period, it is determined that the employee should be rated on additional performance indicators, the additional indicators selected should be circled, with the supervisor and employee initialing and dating each such addition. Again, if requested by the employee, the employee is to be given a copy of the updated booklet.

At the end of the rating period, the supervisor rates the employee on each circled performance indicator, putting an "S" (for Satisfactory performance), an "E" (for Exceptional performance) or a "U" (for Unsatisfactory performance) in the blank to the left of the indicator; lists "significant accomplishments" on page 4; completes the "Overall Rating" box on page 1; adds his/her comments in the area provided on page 4; shares the rating with the reviewer (who has the option to add comments), and presents the rating to the employee. The employee's overall rating is determined by his/her significant accomplishments and ratings on performance indicators. The employee signs the rating, adding comments if he/she chooses to do so. The employee's signature is his/her acknowledgment of the rating and does not necessarily indicate his/her agreement with the rating. Instructions in the box for the employee's signature and comments explain the appeal process.

The supervisor and employee are encouraged to negotiate specific "priority outcomes" to be used during the rating period, beyond the priority outcomes represented in performance indicators selected, if such outcomes will enhance communication or if they are necessary to ensure appropriate accountability. Priority Outcome sheets from the Manager or Employee Review Systems should be used and attached to this rating booklet.

COMMUNICATION

- _____ 1. Selects, organizes and presents information effectively
- _____ 2. Adapts communication to diverse audiences
- _____ 3. Presents new ideas effectively and gains the support of others
- _____ 4. Establishes and maintains effective communication with internal and external customers
- _____ 5. Share appropriate information internally and externally
- _____ 6. Listens to others and responds with appropriate, clear and specific feedback
- _____ 7. Facilitates/supports teamwork through open and honest communication

TEAMWORK

- _____ 1. Understands, supports, and focuses on the vision, mission, goals and objectives of the organization and team
- _____ 2. Promotes teamwork and a cooperative work environment
- _____ 3. Demonstrates sensitivity to individual differences and demonstrates/promotes trust and mutual respect of others
- _____ 4. Demonstrates a willingness to negotiate and seek consensus
- _____ 5. Offers assistance to others
- _____ 6. Views the success of the organization and team as more important than individual needs and desires
- _____ 7. Contributes to the development, cohesion and productivity of the team
- _____ 8. Encourages and recognizes the contributions of others
- _____ 9. Promotes cooperation, communication and coordination within the agency, other agencies and the public

INNOVATION & CHANGE

- _____ 1. Identifies, shares and is receptive to new ideas
- _____ 2. Adapts to new situations
- _____ 3. Looks for and acts on opportunities to continuously improve work processes
- _____ 4. Helps others overcome resistance to change

WORK PROCESSES & RESULTS

- _____ 1. Provides work products and services that continuously meet the needs and expectations of both internal and external customers
- _____ 2. Uses customer satisfaction as a key measure for quality
- _____ 3. Demonstrates sensitivity to public attitudes and concerns
- _____ 4. Uses appropriate problem-solving methods to improve processes
- _____ 5. Collects, evaluates and integrates relevant information to make decisions
- _____ 6. Sets and adheres to priorities
- _____ 7. Sets priorities to meet organizational goals
- _____ 8. Meets established productivity standards, deadlines and work schedules
- _____ 9. Accomplishes accurate work with minimal assistance or supervision
- _____ 10. Applies technical knowledge to achieve results
- _____ 11. Pursues efficiency and economy when using resources
- _____ 12. Demonstrates an understanding of the benefits of teamwork
- _____ 13. Analyzes final impact of a decision on the total organization
- _____ 14. Anticipates problems and develops effective strategies to prevent or overcome them
- _____ 15. Identifies and removes barriers to continuous improvement
- _____ 16. Uses creative and innovative thinking to contribute to organizational and individual objectives

SELF-MANAGEMENT

- ____ 1. Exhibits initiative and action in improving knowledge and skills
- ____ 2. Seeks and assumes additional responsibilities
- ____ 3. Arrives to work on time
- ____ 4. Attends regularly
- ____ 5. Makes efficient use of work time
- ____ 6. Works in a safe manner
- ____ 7. Uses and maintains equipment properly
- ____ 8. Exhibits integrity and honesty
- ____ 9. Is dependable and loyal
- ____ 10. Gives and accepts constructive feedback
- ____ 11. Supports cultural diversity in the workplace and works efficiently and objectively in a diverse work environment
- ____ 12. Focuses on the situation, issue or behavior rather than on the person
- ____ 13. Is well organized and uses time productively
- ____ 14. Demonstrates the courage to take action when outcomes are uncertain
- ____ **15. Understands and complies with the following "Conditions of Employment" policies (found in Section 2 of the SRS Human Resource Policy document):**
 - 2-1 Eligibility Requirements**
 - 2-2 Security Clearance Requirements**
 - 2-3 Professional Conduct**
 - 2-4 Policy Against Substance Abuse**
 - 2-5 Use of Computer Equipment, Fax Machines and Telephones**
- ____ 16. Has been updated and trained on HIPAA policies and procedures and understands and complies with them.

LEADERSHIP

- ____ 1. Promotes, supports, and focuses on the vision, mission, goals and objectives of the organization
- ____ 2. Demonstrates initiative, persistence and courage in meeting organizational goals
- ____ 3. Empowers employees by delegating responsibility and authority to lowest level possible
- ____ 4. Involves employees in problem-solving and decision-making
- ____ 5. Identifies and provides appropriate resources
- ____ 6. Resolves differences and seeks win/win outcomes
- ____ 7. Accepts responsibility for decisions and ownership of outcomes
- ____ 8. Coaches and mentors
- ____ 9. Leads by example
- ____ 10. Provides opportunities for others to develop leadership skills
- ____ 11. Effectively introduces and operationalizes new methods, procedures and organizational relationships
- ____ 12. Identifies worthwhile ideas and generates a favorable climate for implementation
- ____ 13. Understands and cultivate relationships with those who have a vested interest in the outcome
- ____ 14. Creates a supportive environment that reinforces continuous improvement, creative thinking and change

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

- ____ 1. Manages effectively and objectively in a diverse work environment
- ____ 2. Provides growth and development opportunities to employees through a combination of work assignments, in-service training and outside developmental programs and experiences
- ____ 3. Rewards and recognizes individual and team successes
- ____ 4. Provides timely information on performance indicators and gives frequent feedback
- ____ 5. Acts forthrightly to unacceptable behavior or performance
- ____ 6. Promotes employee safety and wellness
- ____ 7. Selects employees who demonstrate a willingness to accept responsibility and desire personal growth
- ____ 8. Promotes cultural diversity in the workplace

SIGNATURES - Required at the beginning of the rating period

Employee

Date

Supervisor

Date

SIGNIFICANT ACCOMPLISHMENTS

Supervisor's Comment's and/or Explanation of Overall Rating

Supervisor's Signature

Date

Reviewer's Comments

Reviewer's Signature

Date

Employee's Acknowledgment of Comments

A permanent employee, within seven calender days after being informed of his or her evaluation, may appeal the evaluation in writing to the agency head. The same applies to certain employees on probation. See personnel regulation 1-7-12.

Employee's Signature

Date

Does Not Necessarily Signify Agreement

Appointing Authority or Designee Signature

Date